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**GENERAL SERVICES ADMINISTRATION  
WASHINGTON, D. C. 20405**

October 24, 1969

**GSA BULLETIN FPMR D-61  
PUBLIC BUILDINGS AND SPACE**

TO : Heads of Federal Agencies

SUBJECT: Guide for Space Planning and Layout

1. Purpose. This bulletin announces the availability of the GSA publication entitled "Guide for Space Planning and Layout."
2. Expiration Date. This bulletin expires March 31, 1970.
3. Background. This publication was prepared to assist Federal agencies in determining space requirements and developing space assignments, office arrangements, space utilization, and work flow requirements by providing the guidelines, standards and techniques of space planning and office layout.
4. Distribution. A limited number of copies are being distributed to agency publication liaison officers for distribution to officials who have responsibility for office services or space management. Additional copies of the publication are available from the Federal Supply Service, Federal Stock Number 7610-145-0168, at the current price of \$.70 per copy.



Robert B. Foster, Jr.  
Acting Commissioner, Public Buildings Service  
STATINTL



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obtaining a copy  
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